

# YOUTH SERVICES POLICY

<b>Title:</b> Tobacco Free and No-Smoking Policy <b>Next Annual Review Date:</b> 11/18/2010	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.16
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<b>References:</b> La. R.S. 40:1300.251 through 1300.262 "Louisiana Smoke-free Air Act"	
<b>STATUS:</b> Approved	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 11/18/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To protect the health and safety of Youth Services (YS) staff, youth and visitors who might be exposed to environmental smoke;  
To reduce the risk of secondhand smoke;  
To reduce the entrance of contraband;  
To promote and encourage a positive and healthy environment for youth;  
To promote a healthy and wholesome role model for our youth; and  
To establish policy regarding smoking and use of tobacco products by YS staff.

## III. APPLICABILITY:

This policy shall apply to all employees and visitors of YS.

## IV. DEFINITIONS:

**Facility** - any and all buildings and grounds related to Jetson Center for Youth, Swanson Center for Youth and Bridge City Center for Youth.

**Regional Offices** - all Community-Based Services field offices located throughout the state.

**Tobacco Product** - any cigar, cigarette, smokeless tobacco, smoking tobacco, or any other related product that contains tobacco.

**YS Central Office** - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Undersecretary, Deputy Assistant Secretaries, and their support staff.

**V. POLICY:**

The Deputy Secretary recognizes the health and safety issues caused by exposure to environmental smoke; therefore, this policy shall be enforced for YS Central Office, regional offices and facilities. The purpose of this policy is to promote a healthy, tobacco-free and smoke-free work environment for all employees, youth and visitors. Accordingly, smoking and other tobacco product use is prohibited in all state owned buildings, facility buildings, facility grounds, buildings located in the regional offices and at YS Central Office. In addition, smoking is prohibited in all state vehicles.

**VI. PROCEDURES:**

- A. No-Smoking signs shall be clearly posted in all areas that smoking is prohibited.
- B. The Deputy Secretary shall designate smoking areas for YS Central Office that comply with those areas designated by State Police.
- C. Regional Managers shall designate a smoking area for each regional office.
- D. It is the responsibility of all employees to adhere to the provisions of this policy, and to report any non-compliant activities to the appropriate supervisory personnel.
- E. Affected employees shall not be granted additional breaks or additional time on regularly scheduled breaks to access designated smoking areas for the purpose of using tobacco products.
- F. Facilities:
  - 1. Facility Directors shall designate a smoking area for each facility outside of the "secure area" of the facility.
  - 2. There shall be no smoking or tobacco products allowed within the facilities at any time, which includes during work hours, lunch, or breaks.

3. Tobacco products may be "checked-in" at the front gate for use during breaks or lunch times, as long as the consumption of the product remains off facility grounds.
4. All clients, visitors, guests, vendors, and contract workers are required to comply with this policy.
5. Signs shall be placed outside the gates declaring that the YS facilities are tobacco-free and smoke-free.
6. All job applicants for YS facilities shall be informed that smoking and other tobacco product use is prohibited, except in designated areas.

**VII. DISCIPLINARY ACTIONS:**

Any staff found guilty of non-compliance with this policy may be subject to disciplinary action.

**Previous Regulation/Policy Number:** A.2.16

**Previous Effective Date:** 10/22/08

**Attachments/References:**